



The Ovarian Cancer Alliance of Oregon & Southwest Washington seeks an Executive Director to provide leadership as we fulfill our mission: to educate, empower and support those affected by ovarian cancer. For more information, please go to our website: <http://www.ovariancancerosw.org/>

The Executive Director is responsible for managing the overall operation of OCAOSW including: program planning, budgeting, fundraising, overseeing volunteers and fostering strong relationships with partners, stakeholders and the overall community.

This is a remote position providing an opportunity to work from a home office (Portland Area or Southwest WA) with flexible scheduling options. The Executive Director reports to the Board of Directors. We offer a competitive compensation package including a health care stipend. Annual salary range depending on experience is: \$65, 000-\$72,000

Essential Responsibilities for the Executive Director include:

Programs & Community Engagement

- Work with Board on the organization plan, including developing measurable goals and objectives.
- Plan and implement programs and activities to carry out the organization plan, measuring results and reporting to the Board regularly.
- Build OCAOSW's visibility and presence in the community, developing strategic partnerships which support those affected by ovarian cancer.
- Build volunteer corps to assist with events and education programs.

Operations and Management

- Manage OCAOSW's overall operations in accordance with the guidelines and policies established by the Board.
- Provide support to the Board.
- Oversee web, graphic design and other services as hired by OCAOSW.
- Manage OCAOSW's internal and external communications, including the OCAOSW website, social media and other modes of communication.

Finances and Fundraising

- Manage fundraising activities and events.
- Foster, develop, and manage relationships with donors, potential donors, and community partners to increase financial support and involvement.
- Manage the financial systems of the organization, including budgeting, financial reporting and appropriate internal controls.
- Create annual fundraising plan.
- Appropriately recognize and thank OCAOSW donors.
- Pursue grant opportunities, writing and submitting grant applications.

Knowledge, Skills and Experience Desired:

- Passion for the mission of OCAOSW.
- Three or more years of leadership experience in a nonprofit organization including supervision of volunteers.
- Bachelor's degree or equivalent combination of education and experience.
- Demonstrated ability to manage the following functions: nonprofit operations, strategic planning, budget development and volunteer team growth; fundraising and event planning familiarity are a plus.
- Ability to easily establish rapport while cultivating positive working relationships with volunteers, donors, Board members, those we serve and other stakeholders.
- Ability to comprehend and analyze financial and program reports.
- Organized with exceptional follow-through.
- Professional and confident with a strong work ethic, integrity and reliability.
- Cheerful and adept at handling multiple priorities; flexible and adaptive based upon organizational needs.
- Excellent communication and presentation skills; grant writing experience is a plus.
- Ability to operate effectively in a small non-profit with limited staff resources.
- Familiarity with MS Office programs including Outlook, Word, Excel and PowerPoint; past use of social media applications for communication and development is beneficial.

Schedule:

The Executive Director is a full-time salaried/exempt position. Work expectations are 40 hours per week with a very flexible schedule. Attendance at some evening and weekend events is anticipated.

Application Process:

For consideration, please email a complete packet to our recruiting partner at:
OCAOSW@Tjandassociates.com

1. Résumé including work history (months and years) and compensation goals
2. A cover letter that discusses **each of the following:**
 - What does the mission of OCAOSW mean to you?
 - Please summarize past leadership and/or work experience in a nonprofit organization-- including work with volunteers.
 - As applicable, how would past employees describe your leadership style?

Reference and background checks are conducted with finalist candidate(s) as part of our interview process. The Executive Director position is available immediately and will remain open until filled.